



CITY OF HOUSTON

Housing and Community Development Department
Purchasing Section

Annise D. Parker

Mayor

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February 28, 2012

SUBJECT: Letter of Clarification No. 2

REFERENCE: RFP No.: T24036 for HUD Housing & Community Development Single Family Reconstruction Program
Disaster Recovery Group 3 for the Housing and Community Development Department

TO: All Prospective Respondents:

This Letter of Clarification is issued for the following reasons:

• **To clarify the above referenced solicitation as follows:**

1. Page 15, SPECIAL TERMS AND CONDITIONS: DESCRIPTION; IS REVISED TO READ AS FOLLOWS:

DESCRIPTION: 9.2 EVENT, Questions from Proposers Due to City, DATE: March 2, 2012

2. PUBLIC NOTICE: DESCRIPTION; IS REVISED TO READ AS FOLLOWS:

Submission of RFP proposals will be received until 2:00 p.m. March 13, 2012

When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification (s) and/or provision (s) in conflict with the letters of Clarification. It is the responsibility of the proposer to ensure that they have obtained any such previous Letter (s) associated with this solicitation. By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this solicitation.

If you should have any questions or if further clarification is needed regarding this RFP, please contact Derrick McClendon at 713/868-8369.

Sincerely,

A handwritten signature in black ink, appearing to read "Derrick McClendon".

Derrick McClendon
Senior Procurement Specialist
City of Houston, Housing and Community Development

Attachment: Pages 15 of RFP and Public Notice marked REVISED FEBRUARY 28, 2012

End of Letter of Clarification 1

<p style="text-align: center;">SPECIAL TERMS AND CONDITIONS SOLICITATION NO.: T24036</p>
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surety must hold a certificate of authority from the United States Secretary of the Treasury, or a Cashier's or a Certified check in a like amount. Company or personal checks are not acceptable.

7.0 PERFORMANCE AND PAYMENT BOND(S):

- 7.1 The successful General Contractor(s) shall be required to provide a Performance and Payment Bond in the total amount (100%) of each contract award.
- 7.2 The Performance and/or Payment Bond shall be in the same form as that distributed by the City, and attached hereto, **EXHIBIT XII**, all duly executed by this General Contractor (as "Principal") and by an incorporated surety company licensed to do business in the State of Texas. If the amount of the bond is greater than \$100,000.00 the surety must hold a certificate of authority from the United States Secretary of the Treasury.
- 7.3 The Contractor(s) shall be required to provide a Performance and/or Payment Bond as outlined above, which will be delivered to the HCDD Director or designee of the City, on or before the tenth (10th) day following the day the General Contractor(s) receives notice from the City.

8.0 PROJECT ADMINISTRATION:

- 8.1 Questions regarding the scope of the project, technical specifications, proposed applications, etc., may be addressed to the project manager at the Pre-Proposal conference.

9.0 PROCUREMENT TIMELINE/SCHEDULE:

- 9.1 Listed below are the important and estimated completion dates and times for this Request for Proposal (RFP).

<u>EVENT</u>	<u>DATE</u>
Date of RFP Issued	February 15, 2012
Questions from Proposers Due to City	March 2, 2012 February 23, 2012
Proposals Due from Offeror(s)	March 13, 2012
Notification of Intent to Award (<i>Estimated</i>)	April 9, 2012
Council Agenda Date (<i>Estimated</i>)	April 25, 2012
Contract Start Date (<i>Estimated</i>)	May 15, 2012

PUBLIC NOTICE

The City of Houston (City), through its Housing and Community Development Department (HCDD), is inviting contractors to submit proposals to participate in its Single Family Reconstruction Program Disaster Recovery Services, funded under the Community Development Block Grant Disaster Recovery (CDBG-DR). As of July 1, 2011 the Texas General Land Office (GLO) oversees the administration and funding through a contract entered into by and between the City and the Texas Department of Housing and Community Affairs (TDHCA). Single Family houses being reconstructed under this initiative are those homes damaged during the United States President-declared Major Disaster Hurricane Ike (FEMA-DR-1791).

The contract with the State of Texas provides that a percentage of reconstruction and rehabilitation homes are to be demolished and reconstructed. The housing reconstruction scope of work under this specific RFP will cover up to forty (40) individual contracts providing both the demolition of the existing structure and construction of a new single family house on the existing property site.

A copy of the RFP is available for download from HCDD's Web site at www.houstonhousing.org. It is the responsibility of each contractor/or contractors to electronically generate and examine the entire RFP, seek clarification in writing, and review their submittal for accuracy before submitting questions relating to the RFP. Questions must be submitted in writing and directed to Derrick McClendon, via email Derrick.McClendon@HoustonTx.gov. The deadline for submission of questions relating to this RFP is 5:00 p.m., Friday, March 2, 2012. All questions submitted in writing prior to the deadline will be compiled and answered in writing. Once the submission of question deadline has passed, all submissions will be final. A copy of all questions and answers will be posted as Letter of Clarification on City of Houston Housing & Community Development website, www.houstonhousing.org. HCDD will not be bound by any information conveyed verbally. Submission of RFP proposals will be received until 2:00 p.m. Tuesday, March 9~~13~~¹³, 2012, at the City Secretary's Office, City Hall Annex, Public Level, 900 Bagby Street, Houston, TX 77002. For more information on this RFP, please call Derrick McClendon at (713) 868-8369 or email at Derrick.McClendon@HoustonTX.org.